

Mentor-SAM Agreement Form

Synod Authorized Minister (Name) _____

Mentor Pastor: _____

The role of the Mentor is to equip, support and, as needed, train the Synod Authorized Minister for the tasks that are expected of them in their Covenant with the congregation where they will serve. Depending on the new SAM's experience and education, Mentorship may happen as often as a couple of times a week down to a minimum of once a quarter. Since every situation is unique, a few basic principles are provided below to help you tailor this agreement to the unique needs of the SAM and their ministry context. The *first* plan for a *newly authorized SAM* should be completed in consultation with a synod staff person.

How Frequently Should the SAM and Mentor meet?

1. The First Six Months: Newly authorized SAMs with no prior training or experience should meet with their Mentor for a minimum of one hour for each significant task of ministry that they will be doing. For SAMs working full time or part time but doing ministry every week, that means at least a weekly engagement. Major tasks of ministry include things like preaching, leading worship, presiding at communion, teaching confirmation or bible study, visitation of the sick, Funerals, etc.
2. The Next Six Months: After the first six months, the SAM and Mentor *may* choose to reduce their engagements to once a month, using their time to address questions or concerns that may have arisen or selecting an area of ministry to focus on for further discussion and training. The decision to reduce the number of Mentor-SAM engagements to once a month depends on both the SAM's level of comfort with the daily tasks of ministry and the Mentors confidence in the SAM's competency in their areas of work and responsibility.
3. The Second Year: SAM-Mentor engagements continue at a minimum of once a month, more often as deemed necessary by the SAM or the Mentor.
4. The Third Year: SAM-Mentor engagements may be reduced to a minimum of once per quarter but should be scheduled as often as deemed necessary by the SAM or the Mentor.

How should the Mentor be compensated?

1. Our recommendation is that the congregation reimburse the Mentor at the rate of \$75 per contact hour. A "contact hour" is the time spent actually meeting with the SAM. This compensation is inclusive of any time needed for preparation or follow up (such as reviewing sermons or lesson plans or verbatims or setting up meetings, etc)
2. A sample "**Monthly Mentor Report and Reimbursement Form**" is provided and can be used to keep the congregation leadership informed and to request reimbursement.

SAM-Mentor Plan for the period ...

(Indicate a date range of 6 months to one year) _____

SAM's experience (check one):

___ Less than six months, ___ six months to one yr, ___ one to two yrs, ___ more than two yrs

SAM's training (check one):

___ none, ___ completed one or more core courses, ___ completed all 6 core courses,

___ completed core courses plus additional training, ___ possesses a degree in theology or ministry

For SAMS in the First Year of Ministry: Please list the ministry tasks that will be expected of the SAM in the congregation where they will serve:

Next, using the provided chart please create a plan for mentorship for each task of ministry listed above. Note that if preaching will be part of the SAM's responsibility, there should be a plan for the Mentor to assist the SAM in the preparation of the sermon for the first several sermons, and then, once the SAM and the Mentor feel ready, to have the SAM's sermons be reviewed regularly by the Mentor.

Summary:

Based on the plan above how many times a month will the SAM and Mentor meet: _____

For how long? _____

In what format (in person, on-line or by phone)? _____

At what regular day and time? _____

Based on this what do expect will be total contact hours of mentorship each month?

(NOTE: This is an estimate for budgeting purposes only)

At a rate of \$75 per contact hour, what do you estimate will be total cost of mentorship to the congregation each *month* of this agreement? \$_____

(NOTE: This is an estimate for budgeting purposes only)

Mileage? _____ (miles X IRS rate)

(NOTE: This is an estimate for budgeting purposes only)

Finally, near the end of the SAM's Covenant with their Congregation (each covenant is for one year or less) the Mentor participates in the **annual review** of the SAM along with the SAM's supervisor and/or congregation council. This should be completed at least 30 days before the current covenant expires. Please pencil in a tentative date for this review and share it with the congregation council and/or supervisor. (date)_____

SAM

Date

Mentor

Date

Synod Staff

Date